

REQUIRED PRACTICES AT GED® TESTING CENTERS

Every official GED testing center is under contract with GED Testing Service® (GEDTS), an arm of the American Council on Education® (ACE). The GEDTS has rules and guidelines about where the testing centers can be located, how the tests are administered and who may take the tests. Each testing center has to operate according to these rules in order to remain a testing center. Failure to operate according to the rules results in the closure of the testing center.

Each state is required to have a State GED Administrator to oversee its GED testing centers and set jurisdictional policies. B. J. Helton is the State Administrator in Kentucky. Each testing center is required to have a chief examiner. Each adult education program has a designated GED Contact.

Testing centers receive no state or federal funding specifically for GED testing. The centers are expected to operate from the test fees.

What You Can Expect from Your Testing Center

- Tests will be administered on the scheduled dates and at the scheduled times.
- Tests will be administered according to uniform guidelines so all test-takers have the same opportunity to do well on the test wherever and whenever it is given.
- A comfortable, well-lighted, quiet, handicapped-accessible testing room.
- Parking available for test-takers during test with signs directing test-takers to the test room.
- Scheduling for the test.
- Examiner should arrive at the test site one-half hour before the exam.
- Examiners will treat test-takers with respect.
- Examiner should return your calls and answer questions from test-takers.

What Your Testing Center Cannot Do

- Allow test-takers to test without government-issued photo identification.
- Allow test-takers to test without KYAE-6 form with all the required signatures and documentation.
- Admit test-takers to the testing session without prior registration.
- Allow test-takers to enter the test room after the session has started.
- Grant time-extensions, allow a test-taker to leave the examination room during a test or give other accommodations without prior approval from the state GED administrator.
- Test more than 20 people in one session unless there is a second examiner or approved proctor.
- Test more test-takers than the number of test batteries. Each test-taker must have one complete test battery.
- Test at a site that is not identified in their contract.
- Allow someone other than an examiner to administer the test.
- Allow adult education providers in the testing session.
- Answer the telephone or be disturbed during the testing session.